

RIVERSIDE UNIFIED SCHOOL DISTRICT

TITLE: Director V, Instructional Services K-6

WORK YEAR: 221 Work Days

REPORT TO: Assistant Superintendent Curriculum and Instruction

BASIC FUNCTION:

Under the direction of the Assistant Superintendent of Curriculum and Instruction directs, supervises and provides leadership for the instructional programs at all district elementary schools.

REPRESENTATIVE DUTIES:

Provide leadership for the instructional program, grades K-6. Provide regular school visitations for observation and evaluation of the instructional program K-6. Supervise the development of curricula, courses of study, standards, and other instructional materials, monitors the goals, objectives and content of the district's K-6 curriculum.

Provide leadership services and support to building principals and teachers in implementing curriculum and instruction. Provide curriculum information and research data on topics related to instruction, coordinate and supervise the selection process for students based books, supplemental materials and on-line resources.

Represent the district in matters related to K-6 instruction to the general public as well as specific groups and individuals; prepare reports on various aspects of the district's K-6 instructional programs.

Works with the Assistant Superintendent to plan and facilitate elementary principal meetings, coordinate the district's core instructional program with all special programs ie: AEL and Special education.

Supervise Instructional Services Specialist assigned to the Director, coordinate staff development efforts to support curriculum and instruction, including on-line professional development

Other related functions as assigned

Director V, Elementary Education
07-2017

EDUCATION AND EXPERIENCE:

Valid California Administrative Credential

Master's Degree or higher

Minimum of three (3) years of site administrator experience

Valid California Driver's License

LICENSES AND OTHER REQUIREMENTS:

Authorized California Teaching Credential

Administrative Credential